



Department for Transport

Boxxe Ltd
East Moore House
Green Park Business Centre
Goose Lane
Sutton-on-the-Forest
YORK
YO61 1ET

Commercial Directorate

DVLA
Longview Road
Morriston
Swansea SA6 7JL

Phone: [REDACTED]

Web Site: www.dft.gov.uk

Your ref:

Our ref: T IT 0253

Date: 18 March 2021

[REDACTED]

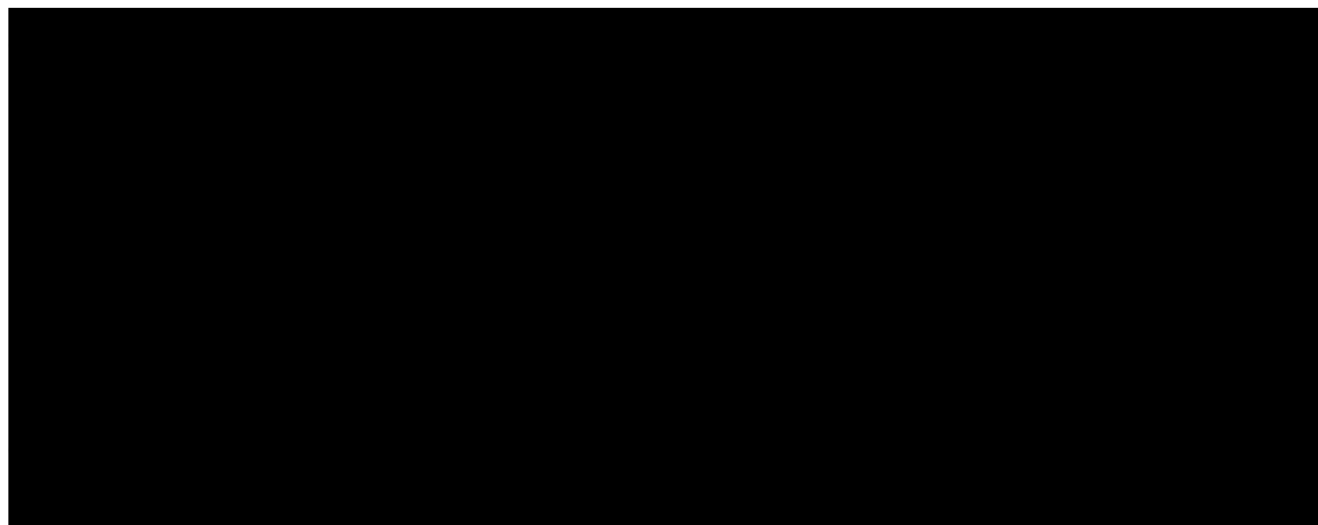
Dear Supplier

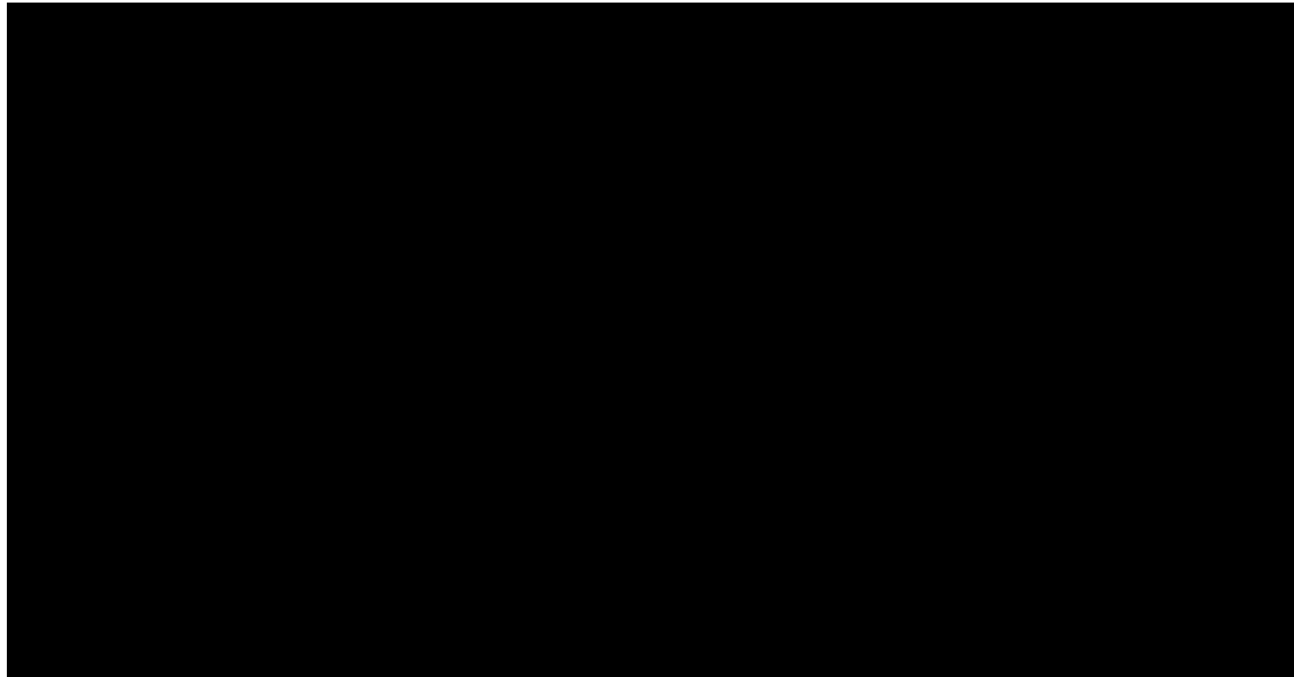
TIT0253 GATEWAY MANAGED SERVICE 2021 **CONTRACT REF: T IT 0253**

On behalf of the Secretary of State for Transport, I accept your quote dated 12 March 2021 in respect of DfT's Gateway Managed Services covering all managed support under the Department for Transport Short Form Terms and Conditions.

This letter and the documents listed below form a binding contract between you and the Department for Transport.

1. The DFT terms and conditions for Services see link below
<https://www.gov.uk/government/publications/short-form-terms-and-conditions>
2. Your quotes dated 12 March 2021 as follows:





The contract start date is 30 March 2021 and will expire 30 September 2021 and with the option for the Department to extend for 12 months. The Department is under no obligation to take up the extension option or continue this contract after the initial commitment and includes an additional 30-day termination clause applying as agreed per individual contractor.

The total contract value is up to £430,000.00 (Exc VAT) with an initial commitment of £214,250.00 (Exc VAT). The Department is under no obligation to utilise the full contract value.

You must be in possession of a written purchase order (PO), before commencing any work, or supplying any goods, under this contract. The Purchase Order Number for this contract will be provided as soon as possible. Invoices submitted to the Department must also quote the PO number and must be submitted in accordance with DfT's Invoicing Procedures embedded below.



SSA%20Invoice%20
Guidance%20V2.doc

Please contact the Contract Owner [redacted] on telephone number [redacted] or via email [redacted] to discuss arrangements for commencement of the contract.

Any variation to the above shall not be without the written agreement of the Authority. If you have any queries regarding this order please contact me.

Please acknowledge your receipt, understanding and acceptance of this letter by signing in the allocated space below and returning to me via email to [redacted] and myself via email to [redacted]

Yours sincerely

Sent via email unsigned

[REDACTED] (MCIPS Chartered)
Procurement Business Partner
Department for Transport
Swansea (DVLA)
[REDACTED]

On behalf of the Secretary of State for Transport

Accepted by **Boxxe Ltd** : -

Signature: [REDACTED]

Name: [REDACTED]

Capacity: Senior Account Manager

Date: 18.03.2021